



HEADQUARTERS
HAWAII WING, CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
PO Box 29417
Honolulu, HI 96820



14 May 2007

Wing Financial Instruction F-05

Finance Committee Meetings

The Wing Commander will appoint finance committee members in writing each year, no later than 31 January. The purpose of the finance committee is to ensure compliance with all financial, regulatory, and reporting requirements per CAPR 173-2.

The Wing Commander is the chairperson. The State Director may attend finance committee meetings as an advisor, without voting privileges. The Wing Administrator serves as the recorder.

The minutes should contain the names of who made motions and seconds. There should also be a record of how members voted. The names of any visitors should also be recorded. All minutes are retained as permanent records. The attached form will be used as an example of the format and contents required to properly document finance committee meetings.

A handwritten signature in cursive script, reading "Earl G. Greenia".

EARL G. GREENIA, Colonel, CAP
Commander

DISTRIBUTION:

- 1 – Each Squadron
- 1 – USAF/CAP Liaison Office
- 1 – HQ/PACR

HAWAII WING FINANCE COMMITTEE POLICY

14 May 2007

Hawaii Wing Finance Committee Meeting Minutes

Date of Meeting: _____

Location: _____(if by teleconference, so state)

Persons Attending

Name (print)	Title	Signature
1.	Chair/	
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Routine/Recurring Business (Items that must be discussed or approved at least quarterly)

1. Review Balance Sheet noting account balances, outstanding accounts payable and accounts receivable.
2. Review Profit and Loss Statement.
3. Approve all expenditures over \$1,500 not covered by the recurring expense policy.
4. Review last quarter's Internal Financial Review. Schedule current quarter's review.
5. Approve previous finance committee meeting minutes.
6.
7.

Old Business

New Business/Other Matters

Next meeting: _____(date & time) at _____(location).

Recorder

(Print name and grade)

(Recorder's Signature)

(Attach additional sheets as needed)